

# JOB DESCRIPTION

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| Post Title: | EDT Sessional Social Worker | **Department/****Service:** | Family Support & Intervention - Emergency Duty Team |
| **Hours:** | Shift | **Level:** | Paid at Sessional Social Worker Rate  |
| **Location:** | Home Based | **Job Evaluation Number:** | N/A |
| **Responsible to:** | EDT Manager for Out of Hours matters | **Responsible for:****(Staff)** | N/A |

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| **Job Purpose:** |
| To attend service user situations as directed by the EDT Co-ordinator and to undertake necessary assessments or any actions required. |

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| **Duties and Responsibilities - Job Specific** |
|  | To attend service user situations as directed by the EDT Co-ordinator, undertaking any necessary assessment or any actions as required. |
|  | To follow all Departmental procedures and policies. |
|  | To follow all legislative guidance, agreed policies and procedures, best practice in relation to Child Protection, Approved Social Work and any other practice where such guidance or statute exists. |
|  | Where a placement of a child or adult has been made to ensure that all appropriate paperwork is completed. |
|  | To ensure that the necessary training and refresher courses are undertaken to perform the role, safely and effectively. |
|  | To identify any training needs in relation to EDT to the EDT Manager. |
|  | To make a detailed record of all contacts and to forward these to the appropriate team by the start of the next working day. |
|  | To complete any monitoring forms and ensure that these are forwarded to the EDT Manager. |
|  | To ensure that any equipment is kept in full working order and any defects to be reported to the EDT Manager. |
|  | To maintain the Department’s commitment to high standards at all times. |

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| **Duties and Responsibilities - Corporate** |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equal Opportunities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

 **Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: EDT Sessional Social Worker**

**Date: January 2020**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | Requirements | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | Good general education | *AF/V* | E |  |
| To have appropriate Social Work qualification and to have current registration with the Care Council for Wales. | *AF/V* | E |  |
| The Children’s Social Worker should be child protection and ABE trained. | *AF/I* | E |  |
| Ability to speak and write in English | *AF/I* | E |  |
| Ability to record details and prepare short reports. | *AF/I/R* | E |  |
| Written and oral communication through the medium of welsh | *AF/I* |  | D |
| **Supervision & Management** | To offer support and assistance to Childcare or Adult Care Service which is offered by the Department or existing external provider in assisting a service user situation in an emergency. | *AF/I* | E |  |
| **Creativity & Innovation** | To assist service users often in a crisis situation | *AF/I* | E |  |
| Ability to work alone during the evening and weekends and manage own workload and potential crisis in adherence to the Departments lone Working Policy | *AF/I/P* | E |  |
| Ability to be flexible with approach to duties | *AF/I/R/P* | E |  |
| Ability to communicate effectively, both verbally and in written form | *AF/I/R* | E |  |
| To follow all policies and procedures | *AF/I* | E |  |
| **Contacts & Relationships** | Ability to work with service users and carers. | *AF/I* | E |  |
| To work effectively with other Professionals in providing an out of hours service to clients | *AF/I* | E |  |
| Able to demonstrate an understanding of the need to maintain confidentiality. | *AF/I/R* | E |  |
| **Decisions/ Recommendations** | To make recommendations to the co-ordinator about the resources needed on an emergency basis by service users dealt with by the service. | *AF/I* | E |  |
| To undertake any statutory duties | *AF/I* | E |  |
| **Resources** | To ensure that all equipment issued is in good working order and to report any defects. | *AF/I* | E |  |
| To ensure that appropriate forms are kept for use out of hours. | *AF/I* | E |  |
| **Physical** **Demands** | Able to work flexible hours including weekends. | *AF/I* | E |  |
| The ability to travel throughout and beyond the county borough. | *AF/I* | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)